



UNITED NATIONS RELIEF AND WORKS AGENCY
FOR PALESTINE REFUGEES IN THE NEAR EAST
UNRWA



Vacancy Announcement

Claims Examination Officer, Grade 15 **(For internal staff only)**

Vacancy Announcement Number	06-10-2019
Deadline for Applications	14 November 2019
Source of Fund	Programme Budget
Contract Type & Duration	Fixed-Term Appointment for 3 years including 1 year probation period, with the possibility of further extension, subject to the availability of funds, satisfactory performance and continuing need.
Department	Gaza Field Office – Finance Department

UNRWA is committed to achieving gender parity at all levels of staffing under the current UN-wide gender agenda and strongly encourages applications from qualified women.

UNRWA welcomes applications from qualified candidates with disabilities.

UNRWA, the largest United Nations operation in the Middle East with over 30,000 staff working across five areas of operation, is looking for highly committed professionals wishing to make a change.

UNRWA's strategic objectives

The mission of UNRWA is to help Palestine refugees achieve their full potential in human development under the difficult circumstances in which they live. In line with this mission, the Agency works towards five strategic outcomes: (a) Palestine refugee rights under international law are protected and promoted; (b) Palestine refugee health is protected and disease burden is reduced; (c) school-age children complete quality, equitable and inclusive basic education; (d) Palestine refugee capabilities are strengthened for increased livelihood opportunities; and (e) Palestine refugees are able to meet their basic human needs of food, shelter and environmental health. UNRWA is funded almost entirely by voluntary contributions from UN member states, regional bodies, business foundations and individual contributions.

Do you want to make a lasting difference?

If you are looking for a rewarding opportunity to make a tangible difference for one of the most vulnerable communities in the world, UNRWA would like to hear from you.

In this role, you will be responsible to the Senior Accounts and Payments Officer in HQ (Amman) and to Deputy Field Finance Officer (D/FFO) in the Fields and supervise the staff assigned to your unit.

In accordance with established Agency policy and procedures, the ideal candidate:

- Verifies and checks validity, correctness, proper authorization and coding of payment vouchers, journal vouchers and other vouchers being processed in respect of claims/payments arising from the Agency's various activities to ensure that claims are properly documented and paid correctly and in conformity with Rules, Regulations and Technical Instructions;
- Checks and attends to accounting actions emanating from personnel action, and takes the necessary deductions relating to monthly area staff payroll;
- Reviews and calculates claims of separated staff members and ensures that all provident fund, partial and full, withdrawals are correctly processed from HRM module;
- Maintains and supervises the maintenance of proper records of all contracts and agreements between the Agency and external bodies and ensures the proper recording of all payments under these contracts and agreements;
- Answers queries, drafts correspondence and prepares reports and statements concerning his/her functions;
- Advises International and Area staff on their entitlements and liaises with the Departments and external vendors on their payments and entitlements;
- Acts for his/her supervisor during their absence where applicable;
- Checks lists of liabilities, commitments and accounts during the closure of accounts and drafts Journal Vouchers to record them in the Agency's accounts;
- Checks and reconciles on monthly basis the balances recorded in the general ledger with the subsidiary ledgers of the Area Staff Provident Fund accounts in respect of continuing participants credits, voluntary contributions and provident fund loans, and prepares the necessary adjusting accounting vouchers;
- Enters, verifies and retrieves data in the Finance System and follows up on transactions to/from Fields and Headquarters;
- Performs such other duties as may be required.

Additional information

The incumbent may be requested to travel inside the area of operations.

Conditions of service

- Basic Salary: Monthly basic salary \$1,493.70 and monthly dependency allowance up to \$123.25.
- Contract Duration: Three years including 1 year probation period.
- Leave: 36 days of annual leave for staff attending UNRWA duty stations with six-day working week. 30 days of annual leave for staff attending UNRWA duty stations with five-day working week.
- Pension: Provident Fund contribution (15% of basic salary paid by the Agency)
- Other conditions of service and benefits may apply.

To qualify for this position, you will need:

Education A university degree in accountancy, business administration, or other related discipline.

Experience At least five years' experience in a finance or accounting office of a governmental, international, or commercial organisation with emphasis on a computerised working environment.

Language(s) Excellent command of spoken and written English and Arabic.

Desirable qualifications:

- Association of Accounting Technician (AAT) proficiency at foundation level or any other professional qualification;
- Working experience with UNRWA Financial Management System (FMS) or other computerized finance system;
- Knowledge of UNRWA's accounting system and procedures.

You will also need to demonstrate the following competencies:

- Ability to use a computer and work on various spreadsheet applications such as Excel and Access;
- Excellent analytical skills;
- Effective written and oral communication skills;
- Excellent supervising and reporting skills;
- Ability to cope with multiple tasks effectively.

Equivalency

When the minimum requirements are not fully met, Field Director for Field Area staff and Director of Human Resources for Headquarters Area staff, in consultation with the concerned supervisor may exceptionally substitute part of the unmet requirements with a combination of relevant academic qualifications, additional professional training and progressive relevant work experience.

NB: Work experience alone or formal qualifications with no relevant work experience are not considered an acceptable combination

For guidance on how to prepare for competency-based interviews:

<https://careers.un.org/lbw/home.aspx?viewtype=AYI>

Who we are

For over 65 years, the United Nations Relief and Works Agency for Palestine (UNRWA) has been working on the ground in five fields of operations in Jordan, Lebanon, Syria, West Bank and the Gaza Strip providing direct assistance and protection for some 5 million Palestine refugees in the Middle East. UNRWA is mandated by the UN General Assembly to provide this assistance and its mission is to help Palestine refugees achieve their full potential in human development until there is a just and lasting solution for their plight. UNRWA restores safety, dignity and hope to millions who have been uprooted by conflict with services encompassing education, health care, relief and social services, camp infrastructure and improvement, microfinance and emergency assistance.

For more details on UNRWA, please visit: <https://www.unrwa.org/>

How to apply

To start the application process, applicants are required to register at <http://jobs.unrwa.ps> by creating a personal profile and completing UNRWA Personal History Form. Only applications received through <http://jobs.unrwa.ps> will be considered. **UNRWA only accepts degrees from accredited educational institutions. Due to the large number of applications received for UNRWA vacancies, only applicants short-listed for interview will be contacted by e-mail or SMS. No follow up phone calls will be made. Please ensure that the e-mail address that you will indicate in your Personal History Profile is accurate.**

The United Nations does not charge fees at any stage of the recruitment process. The United Nations does not concern itself with information related to bank accounts.

General Information

This vacancy notice is open to internal candidates.

As an Area post, preference will be given to local candidates already based in the duty station of the post.

UNRWA is a United Nations organization whose staff are expected to uphold the highest standards of integrity, neutrality and impartiality. This includes respect for human rights, for diversity, and for non-violent means of dealing with all kinds of conflict. UNRWA staff are expected to uphold these values at all times, both at work and outside. Only persons who fully and unconditionally commit to these values should consider applying for UNRWA jobs. UNRWA is a non- smoking work environment.

The Agency reserves the right not to make an appointment, to make an appointment at a lower grade, or to make an appointment with a modified job description.

On appointment, all individuals will be asked to sign a self-attestation, confirming that they have not committed, been convicted of, or prosecuted for, any criminal offence and that they have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law.

Date of issue: 31 October 2019